

ROUTING AND TRANSMITTAL SLIP

Date
31 AUG 1987TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF MEDICAL SERVICES

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate XXXXX	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

EXECUTIVE SECRETARIAT
ROUTING SLIP

DBA SUBJECT FILE COPY

	COPY	ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
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SUSPENSE		Date			

Remarks

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

ADDA

5041-102 *U.S.GPO: 1985-0-481-274/200

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

3637 (10-81)

Executive Secretary

27 Aug 87

Date



CONFERENCE ANNOUNCEMENT

The President's Council on Physical Fitness and Sports will present the fifth REGIONAL CONFERENCE ON PUBLIC EMPLOYEE HEALTH AND FITNESS on November 4-6, 1987, at the historic Charlie Fitness Club and Hotel (formerly the Illinois Athletic Club) in Chicago, Illinois.

In cooperation with the U.S. Office of Personnel Management and the Chicago Federal Executive Board, the conference will bring to the midwest the combined experience of Federal agencies, including law enforcement, the military and research institutions, and private corporations with a focus on developing employee worksite health and fitness programs.

Monroe Woods, Chairman, the Chicago Federal Executive Board (FEB) and Regional Administrator of the USDA Food and Nutrition Service, will head the regional management of the conference assisted by: J.R. Starkey, District Director, IRS; Steven Cohen, Regional Director, OPM; Dr. Frank Ellis, Regional Health Administrator, PHS; Michelle Harris, Regional Director, DHHS; Colonel Joseph George, USA, Commander, Defense Contract Administration Services; George Davis, Chief, Cooperative Administrative Support Branch, IRS, and Carmeline Sanders, Executive Assistant, Chicago FEB.

Agency administrators will present guidelines and clarification of recent changes by OPM, GSA and DOL (OWCP), along with specific information on:

- o Step-by-step procedures for beginning employee fitness programs
- o Alternatives in administering programs and facilities
- o Facilities in multi-tenant buildings
- o Liability considerations
- o Motivational programming, with and without facilities

The conference will be of particular interest to administrators responsible for health and fitness facilities, fitness program directors, and employee groups who consider developing such programs for the civilian workforce, military and law enforcement communities in the public sector.

Conference registration fee of \$95 will include:

- o All conference materials, sessions and special events
- o All meals and refreshment breaks (excluding Thursday dinner)
- o Tee-shirt and conference certificate
- o The FEDERAL FITKIT

(more)



**CHICAGO REGIONAL CONFERENCE
ON PUBLIC EMPLOYEE HEALTH AND FITNESS
November 4-6, 1987**

Preliminary Conference Schedule

Wednesday, November 4

3:00 - 7:30 p.m.	REGISTRATION	Charlie Fitness Club & Hotel
6:00 - 7:00 p.m.	RECEPTION (No-Host Bar)	
7:00 - 9:30	DINNER	

Thursday, November 5

6:30 - 7:15 a.m.	3K FUN RUN/WALK	Grant Park (across the
7:00 - 8:00	BREAKFAST	street from Charlie Club)
8:30 - 9:00	General Session I	
	Opening Ceremonies	
9:00 - 9:30	Keynote Address: Federal Personnel Policies	
9:30 - 10:00	Speaker: National Facility Priorities	
10:00	EXERCISE BREAK - Juice	
10:30 - 11:00	Speaker: National Program Administration	
11:00 - 12:00	Panel Discussion; Questions/Answers	
12:00 noon	LUNCHEON and PROGRAM	
1:30 - 2:00	General Session II	
	Speaker: Legal Considerations	
2:15 - 3:15	Concurrent Sessions	
	A. Administrative Issues I	
	B. Comprehensive Programming II	
	C. Program Design I	
	D. Evaluation I	
3:10 - 3:40	BREAK	
3:40 - 4:30	Concurrent Sessions	
	A. Administrative Issues II	
	B. Comprehensive Programming II	
	C. Program Design II	
	D. Evaluation II	
4:30 - 7:00	Consultation with Industry representatives (details to follow)	

Friday, November 6

6:30 - 7:15 a.m.	EARLY-BIRD AEROBIC WORKOUT
7:00 - 8:00	BREAKFAST
8:30 - 10:00	General Session III
	Defense Fitness Programs
10:00 - 10:20	BREAK
10:30 - 12:00	General Session IV
	Law Enforcement Task Force
12:15 - 1:30	LUNCHEON and PROGRAM
1:45 - 2:45	Resource Round Tables